

## **Guidelines**

### **for the internship semester as part of the Social Work study program at the Technical University of Applied Sciences Augsburg**

#### **Basic information**

The fundamental objectives of the internship semester are for students to practice, test, expand and reflect on the theoretical, tool-related and methodological competences acquired during the study program in everyday professional life at the respective internship location and thus develop professional action competences and a professional identity.

The internship semester is an essential component of the study program and is also a prerequisite for state recognition as social education worker. The internship semester is therefore very important for students, the profession and the University with respect to the quality of the study program.

The internship semester is usually the fifth semester of the study program. It comprises 22 weeks of practical activity.

On the basis of a proposal from the study program management, the internship coordinator decides which internship locations are considered relevant to the subject and thus approved for an internship semester.

Only positions in a field of work of the profession are permitted.

These guidelines are currently provisionally published and may be adjusted.

#### **Internship semester in Germany**

##### **Requirements on internship locations**

For the internship location to be approved, the location must:

- Have been established for at least two years and consist of more than two full-time social workers or social education workers.
- Submit the Framework Plan to the study program management.
- Provide an internship supervisor who is available at least 30 hours/week. This person must have adequate resources. A deputy must be named if this person is absent.
- Have sufficient complexity to comprehensively prepare the student for professional activity in the respective field of work of social work/social education and enable application of theoretical knowledge in practice.
- Be prepared to sign the internship contract as soon as the internship has been approved. The easiest way to do this is using the University's form.
- The student must not replace a full-time worker – even as vacation cover – but is an additional temporary member as trainee.

## **Requirements on the internship supervisor**

The internship supervisor must

- Be a state-recognized social worker or social education worker from the respective profession.
- Have at least two years of professional experience.
- Have been working at the institution for at least one year.
- Work in direct cooperation with the student.
- Hold a position equal to at least 50% of a full-time position.
- However, if the working time is less than 75% of a full-time position (~ 30 hours/week), it must be guaranteed that a social work professional is present during at least 75% of the internship student's working time so that continuous supervision of the student is guaranteed. This must be affirmed in writing.

The internship supervisor should

- Take part in regular training.
- Take part in the internship supervision day at the University.

## **Requirements on students**

Only students who have achieved at least 80 CP and successfully completed the basic internship according to § 3 are entitled to enter the internship semester (see examination regulation § 7 (2)).

Students

- Have the right and the obligation to select an internship location that complies with the requirements of the University.
- Remain registered students of the University during the internship semester.
- Are trainees in the internship location and require sufficient time and space for the learning process in the context of the practical activity.
- Must endeavor to take on tasks independently and work on them conscientiously according to their ability and after a training period. In light of the difficult balancing act between an educational situation and a temporary employee relationship, the students endeavor to grow in ability and responsibility and cover a more extensive range of work.
- Must take part in the accompanying classes at the University (practical reflection and supervision) (see examination regulations §8).

## **Requirements on the supervision and instruction process**

The internship supervisor works with the student to develop individual learning objectives in the target agreement. The THA's "Target agreement" template should be used for this purpose. This individual education plan for the internship semester specifies, among other things, the learning objectives and contents and their implementation at the practical learning location; it forms the basis for the implementation of the internship semester.

A guidance meeting between the internship supervisor and the student takes place at least once a week. The topics are taken from the education plan, the work requirements, feedback and reflection.

In addition, sufficient time for learning processes must be planned in the education process (reflection, material research, relevant subject-related reading) → approx. 2 - 4 hours/week.

The internship supervisor prepares a qualified assessment (assessment of the achievement of learning objectives in the internship) → not a job reference.

The internship location allows participation in internal meetings and events (e.g. team sessions, service consultations, conferences, collegial consultations, case reviews).

As part of the internship, an internship location visit can be made by the student's internship coordinator.

## **Requirements on the relationship between the internship location and students**

The weekly working hours during the internship semester correspond to the usual times and schedule for a full-time position at the respective institution. However, in the case of shift work, the student should be exempted from regular night shifts (in the sense of night watch).

The contract for the internship semester must be signed for 22 weeks, because this guarantees 100 working days in the institution (taking bank holidays into account), which is a prerequisite for state recognition. The practical reflection module takes place within these 22 weeks. If the class takes place before or after the contract period, the contract period is reduced by these days.

Interruptions within the internship semester can occur due to illness or may be possible for vacation in consultation with the internship location. These times must be made up for or scheduled beforehand, apart from medically certified illnesses of up to three days.

Payment for the internship semester in the form of a trainee allowance is appropriate and recommended. Vaccination costs and costs for a certificate of good conduct should be covered by the internship location.

There is no legal entitlement to payment, but it should be considered that many students need to earn a living during their studies. They will not have much time for this during a full-time internship. After a relatively short period of training in their field of work, internship students provide services of monetary value for the internship provider, which should be fairly rewarded, at least in part.